

Working with PDFs



Enabling Tabs

- Click "Edit" Tab in FileCenter (PDF Editor)
 - Click "Tools" dropdown
 - Click “Restore PDF Editor Default Settings”

Merging PDFs

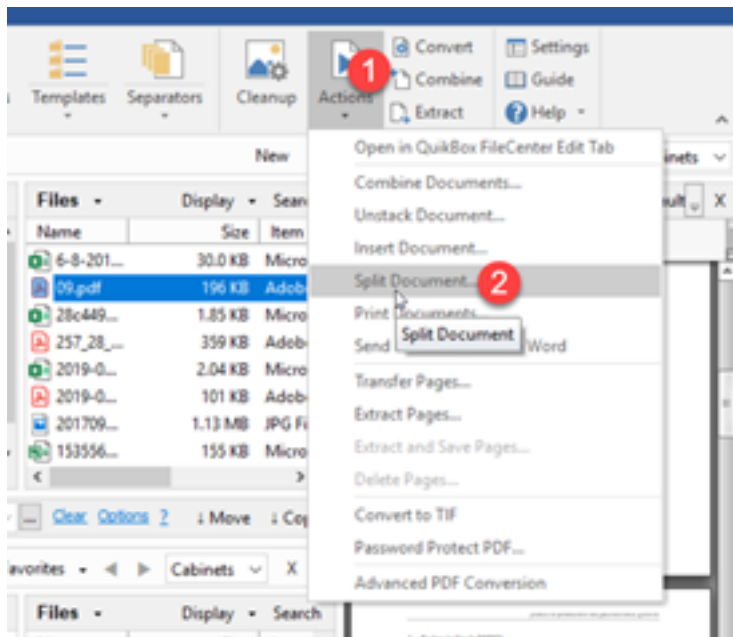
Manage tab and drag/drop the files onto each other:

1. Select as many files as you want
2. Drop them onto the file you want to add them to
3. Choose whether to Append or Prepend
4. Confirm the document order
5. Click OK FileCenter will combine them on the spot.

Splitting PDFs

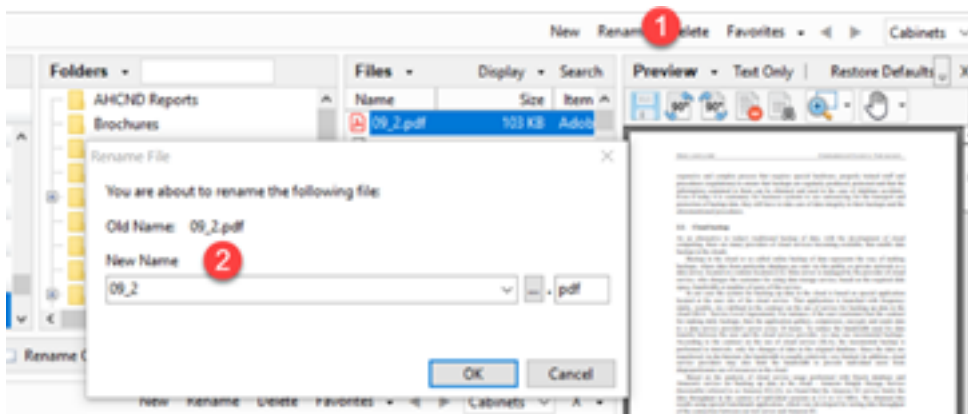
Select the PDF you want to split

Go to Actions >> Split Document



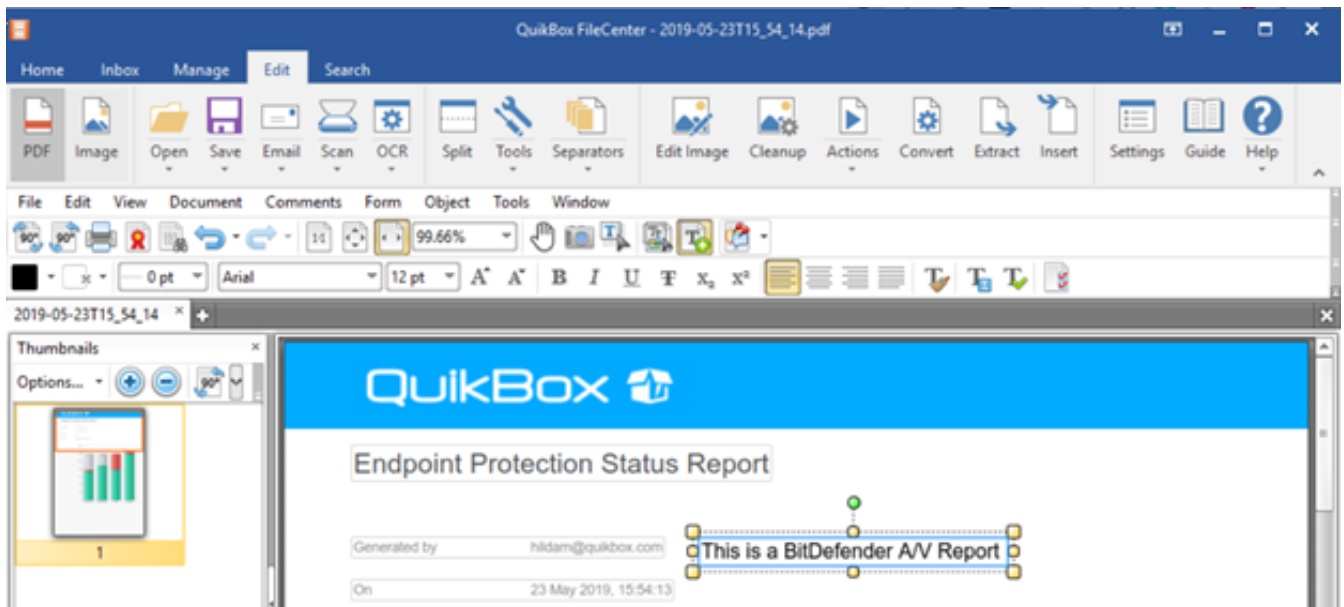
Re-Naming PDFs

Select the PDS
Rename



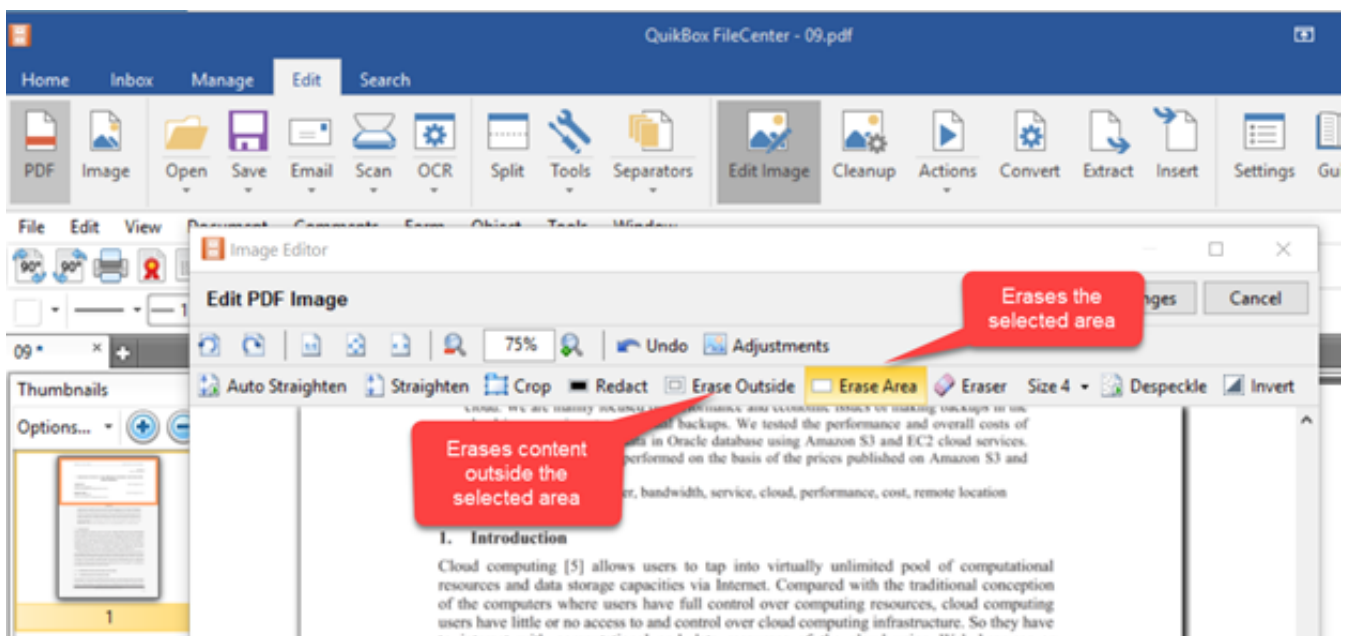
Editing PDFs

Go to the 'Edit' tab on the ribbon



Erase PDF

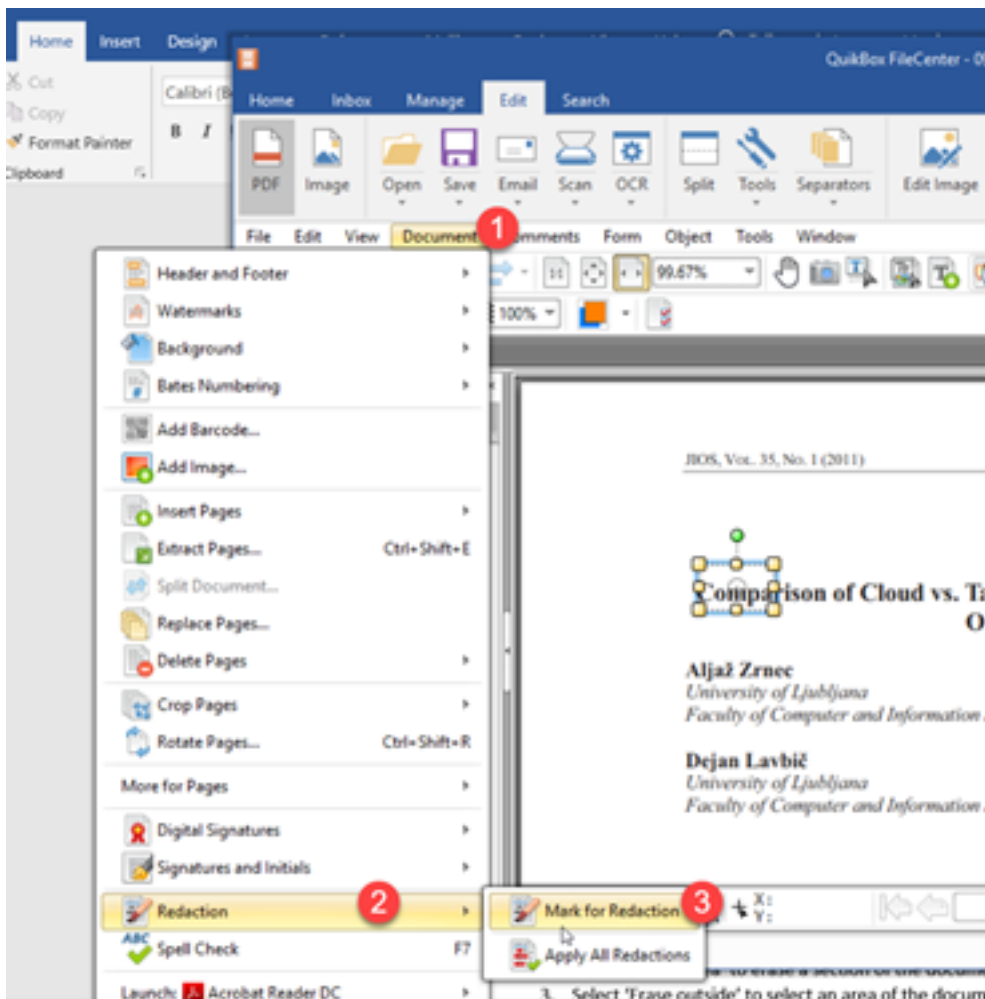
Go to Edit Image at the top
 Select 'Eraser Area' to erase a section of the document you want removed
 Select 'Erase outside' to select an area of the document to keep. The rest of the document outside the selected area is removed.



Redaction

1. Open the PDF

2. Go to the Document menu on the PDF editor's toolbar
3. Select Redaction > Mark for Redaction
4. Draw a rectangle around the area to be redacted, OR ...
5. Drag the cursor across text to be redacted



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